



# City of Grand Rapids

## Home Occupation Class C Checklist

### PRELIMINARY INFORMATION

- A Home Occupation Class C license is needed for any home based business that involves overnight lodging accommodations such as a Bed and Breakfast, Rooming and boarding houses and any other place where transients are accommodated for sleeping or lodging purposes.
- This license category requires that the property have a [Special Land Use Permit](#) through the Zoning Department. Questions concerning this process should be directed to the Zoning Department at (616) 456-4100.
- Applicant must hold one of the following types of interest in the real estate:
  - 1) Sole Ownership
  - 2) Joint Ownership

\*\*For clarification please contact the City Assessor's office at (616) 456-3081.

### CHECKLIST

<input type="checkbox"/>	Submit a Special Land Use Permit application through the Zoning Department.
<input type="checkbox"/>	Completed Home Occupation Class C Application (Part I and II).
<input type="checkbox"/>	A floorplan of the entire home with rooms to be rented clearly indicated.
<input type="checkbox"/>	Non-refundable <a href="#">application fee</a> .
<input type="checkbox"/>	Fire Inspection – applicants will be contacted by the fire department after the application has been submitted to schedule a fire inspection.
<input type="checkbox"/>	License must be displayed openly on the property where all customers can see.

\*Rules and regulations associated with One-Room rentals can be reviewed in [Chapter 61](#) entitled “Zoning Ordinance” and [Chapter 116](#) entitled “Home Occupation” of the Grand Rapids City Code.

\*\*General Licensing Regulations can be found in [Chapter 91](#) of the Grand Rapids City Code entitled “Licensing and Regulation Generally.”